

Instructions for applying for a Code Modification or Code Interpretation

1. Check the appropriate box at the top right corner of the form: Modification Request **or** Code Interpretation.
2. Fill in the project information including the Building Safety staff contact (reviewer).
3. Provide all of the information requested in the three boxes in the middle of the page. Use additional sheets if necessary.
4. Fill in the Applicants Signature and Applicants Title area.
5. If the applicant is an Architect or Engineer make sure the form is sealed, signed, and dated.
6. Bring the form, any additional information, and fee payment to the Building Safety counter, located at 5850 W. Glendale Avenue, 2nd floor. The fee for reviewing the submittal is currently \$324.21 (listed on the city of Glendale web site under Building Safety Fee Schedule, however, this fee is subject to modification, please check with your city of Glendale contact to make sure the fee has not changed) **Estimated total review time is 2 weeks, however, this may vary and could take longer.**